



COTS CHANGE MANAGEMENT WORKGROUP

MINUTES

March 12, 2003

DMV Executive Conference Room 701

2:00pm

ATTENDANCE

Paris Ashton, DGS, Farley Beaton, TAX (Co-Chair), Chris Doss, VIPNET Authority, Philip Vasquez, DMV (Co-Chair)

Members Absent:

Gary Allen, VDOT, Bob Haugh, DSS, Jenny Hunter, SoTech, Jeanine LaBrenz, DSS, Jim Peters, VEC

Guests and Staff:

Guests

Will Prible VIPNET Authority, Beth Tompkins, DIT

Representatives

None

Staff

Paul Lubic, DTP.

WELCOME AND OPENING REMARKS:

Co-chair Farley Beaton convened the meeting and welcomed members and guests.

APPROVAL OF MINUTES:

Minutes of the 2/18/03 meeting were approved with changes.

CHANGE MANAGEMENT TRAINING OVERVIEW:

Beth Tompkins presented an overview of the Change Management for Leaders training course. The workgroup made several constructive comments on the course.

UPDATE ON ITTP CHANGE MANAGEMENT ACTIVITIES:

Paul Lubic updated the workgroup on the following change management activities. The second readiness assessment survey is complete and there was little change compared to the first survey. A letter will be sent to agency heads requesting names of potential instructors to attend the train-the-trainer session of the above change management course.

ACTIONS:

1. Paul Lubic will forward a copy of the agency head letter to workgroup members.
2. The second Readiness Assessment Report will be sent to workgroup members by Paul Lubic.
3. A summary of the ITTP Communications Plan will be presented at the April meeting.
4. A report on the second readiness assessment survey will be presented to the group at the next meeting.

OTHER ISSUES:

Agenda items for next meeting

1. Approval of minutes
2. Report of readiness assessment results
3. ITTP Communications Plan Summary presentation
4. Review of Action Items

5. Agenda Setting

AJOURNMENT

Farley Beaton adjourned the meeting at 4:00pm.

Meeting Schedule:

The next workgroup meeting will be April 9, 2003, at 2:00pm, at DMV.

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